



Leading Excellence Together (LET) Self-Assessment Tool

The Least You Need to Know About Leading Excellence Together (LET)

- *LET* is a self-assessment tool that is separate from the regular *CET* site survey process.
- *LET* measures organizational effectiveness and recognizes the excellent work that is being done by the organizations that participate in it.
- *LET* is not a replacement for either *CET Level 1* or *CET Level 2*.
- *LET* will be available beginning in April 2009.
- *LET* can be purchased online or by contacting us at accred@acds.ca or 403-250-9495 Ext 232.

Beginning in April 2009, a new self-assessment tool will be available for service providers that wish to strive for the highest level of organizational excellence.

The *Leading Excellence Together (LET)* standards were originally developed to be the third and highest level of accreditation offered by the Alberta Council of Disability Services (ACDS). However, given the current challenges within the field of community disability services, it was decided to offer these standards as a self-assessment tool instead.

LET is a measurement tool and a voluntary process, meant to benefit service providers and organizations wishing to measure where they are on the spectrum of organizational excellence. Completion of *LET* may help service providers identify and improve upon substandard areas prior to their next *CET* site survey.

LET offers several benefits to service providers that choose to undertake the assessment.

- First, the tool itself will be used internally and can guide policy and process development and identify weaknesses or gaps.
- Second, since no third party, on-site evaluation is required, timelines can be more flexible and fewer resources will be required to complete it.
- Third, *LET* serves as an excellent preparation tool for *CET Level 2* (formerly *CET/SFQ*), especially for service providers that have previously only done *CET Level 1* (formerly *CET*).

The information you provide in the
LET Self-Assessment Tool
is for your use only.

ACDS does not gather or keep a record of these results.

However, you can purchase ACDS' services if you need help interpreting the results and/or planning strategies based on the results of the LET Self-Assessment Tool.

Samples from the LET Self-Assessment Tool

FINANCIAL MANAGEMENT

3. The organization has an annual budget process

	Present (5)	Present but Incomplete (4)	Under Development (3)	Future Planning (2)	Not Present (1)	Not Applicable (0)	Not Measurable (0)
1. Does the organization have a budget planning process?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the budget(s) reflect the organization's projected revenues and expenses?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Does the budget(s) reflect all aspects of the organization's business?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add up the number of "X"s for each column and then tally the total score for this area of review	1 x 5 = 5 (A)	1 x 4 = 4 (B)	1 x 3 = 3 (C)	__ x 2 = __ (D)	__ x 1 = __ (E)		
Total Score for Questions 1 to 3 (A+B+C+D+E)	12	Total Possible Score		15			

Which questions reveal areas that are COMMENDABLE?

What needs to be done to fully align with areas that are rated PRESENT but INCOMPLETE?

What needs to be done to finalize areas that are rated UNDER DEVELOPMENT?

How will areas that are rated FUTURE PLANNING be brought forward?

Are areas rated as FUTURE PLANNING part of the organization's Strategic Plan?

What needs to be done to change areas that are rated NOT PRESENT to make them PRESENT?

If a survey question is rated NOT MEASURABLE (i.e., cannot be rated under one of the other categories), **why is it not measurable?**
(This information would be valuable feedback for ACDS through its LET Feedback Form.)

Other Comments/Notes:

RESULTS SUMMARY

Culture and Leadership:	60	=	83%	of	72	possible points
Financial Management:	114	=	96%	of	119	possible points
Risk Management:	5	=	55%	of	9	possible points
Governance:	20	=	77%	of	26	possible points
Human Resource Dev. & Management:	27	=	93%	of	29	possible points
Strategic Plan:	18	=	78%	of	23	possible points

Overall:	244	=	88%	of	278	possible points
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If you want more information about *LET* ...

If you want to order the *LET Self-Assessment Tool* ...

If you want to inquire about getting assistance with
interpreting the results and/or planning strategies based on the results ...

please contact



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Online order form: http://www.acds.ca/order_forms.html